CIPM 99 Installation Guide

Preface

This Installation Guide for CIPM 99 (Career Information Program Management System) provides U.S. Navy career counselors with the information necessary to install and start using the product.

Tangible results of using CIPM for personnel data collection are: reduction in the redundant recording of previously captured information; reduction in the manpower intensive effort associated with maintaining information; improvement in the accuracy and timeliness of reporting career information; provision of standardized reporting capabilities.

Suggestions for improvement of this document are encouraged and appreciated. Such suggestions and requests for further information should be directed to:

Naval Education & Training Professional Development Center (NETPDTC) Unit
250 Lexington Blvd Suite 259
Naval Air Station
Corpus Christi, Texas 78419-5041
(361) 961-2073 or (AV) 861-2073

License

Ref: (a) SECNAVINST 5870.5

The NETPDTC Detachment application development office as a mission support function developed the Career Information Program Management (CIPM) computer program for the CNO Career Information Team, Bureau of Naval Personnel, Pers 206, #2 Navy Annex, Washington, DC 20370, DSN 225-3431. Paragraph 4.a of reference (a) states: "Copyright protection is not available for works prepared by employees of the U.S. Government as part of their official duties." Therefore, there is no license required to use our program. You can install, use and distribute it without copyright infringements.

Disclaimer

The staff of NETPDTC has taken due care in preparing this program and manual. However, NETPDTC makes no representations or warranties as to the design, capability, or suitability for use of the program, or that the functions contained in the program will be error free, or that the operation of the program will be uninterrupted, or that the program will satisfy customer's requirements.

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Chapter 1 Getting Started

Purpose

The purpose of the CIPM 99 Installation Guide is to provide U.S. Navy Career Counselors with the necessary information to effectively install and start using the CIPM 99 (Career Information Program Management System) product. Chapter 1 provides an introduction to the product. Chapter 2 provides the detailed installation and startup instructions.   After successfully installing the product, use the CIPM 99 User Guide referenced below for complete information on using the program. For example, once the program has been installed, you should read Chapter 1 Introduction to CIPM 99 and follow the direction in Chapter 2 Configuring CIPM 99.   If you are a previous user of CIPM or have access to administration data you may be able to import your data directly into CIPM 99 (See Chapter 3 System Administration, Section on Importing Data).

Other CIPM related documents that are available are:

CIPM 99 User Guide, Document No. CIPM 99 UG-01. This document is a complete reference for using the CIPM 99 product.

CIPM 99 Appendix A- Data Dictionary, Document No. CIPM 99 AP-01. This document is a complete reference for all CIPM 99 data fields including field name, field types, field size and type and description.

Security

The Career Information Program Management System will not be used to process classified data but may contain data protected under the Privacy Act per 5 U.S.C. 301. However, data access and functional security must be closely controlled to ensure data and system operational integrity. A detailed description of all threats and vulnerabilities as well as protective counter-measures should be included in the appropriate ADP Security Plan as defined by OPNAVINST 5239.1.

This manual and the software it supports are provided by the NETPDTC UNIT CORPUS for use by U. S. government agencies and should not be copied or disseminated outside the government without prior written approval from the NETPDTC. Inquiries for use, problem documentation, and suggestions for improvement should be forwarded to:

Naval Education & Training Professional Development and Technology Center Unit (NETPDTC)
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(361) 961-2073 or (AV) 861-2073
WEBB SITE: http://www.cnet.navy.mil/netpdtc/prodrt.htm
 Or   http://www.cnsl.spear.navy.mil/retcen

Background

CIPM 99 is backward compatible with CIPM 1.0, CIPM 3.0, CIPM 95 and CIPM 97. There are similar products (at least 6), few with the same name, that are being distributed by other developers. This installation supports first time CIPM users and users of the pervious NETPDTC UNIT version 1.0, 95, 97 upgrades, as well as, Chief Potter's CIPM Version 3.0 and Chief T. G. Payeur's CIPM 2000. If you are a currently using one of these products, your data can be imported directly into the new version. Additionally, all CIPM 99 user can import CIPM 99 data from two U.S. Navy databases: PC EDVR (`Enlisted Distribution and Verification Report`) and RSTARS (`Reserve Standard Training Administrative and Readiness Support System`) system.

> **NOTE**: If you are making the transition from other products, you may not be able to import your data directly into CIPM. However, you will be able to install the program, key in new records and use all the features in the product.

Overview of Installation

A successful CIPM installation consists of three steps: install the program, enter your office information, importing your existing data, if any. After installation, you can begin to add new counselors and members, update the CREO database with the latest job availability information and prepare interviews. (NOTE: A Configuration wizard is included to simplify the initial office, commander and counselor records and importing data)

After installation you may complete and mail in the Registration Form located in the back of this guide. Our office will enter the information in our in-house database.

Environment

The CIPM 99 installation program is distributed on CD-ROM and consists of 178 files, 20.2 Mbytes of compressed programs and data.

The workstation must be running a 32-bit Windows Operating System like Windows 95/98 or Windows NT. Additionally, for a single user PC installation, the PC should have 50-Mbytes free of hard drive, 32-Mbytes of physical RAM.

The SETUP program will ask for the location in which to place the program. Enter the drive and directory. The SETUP program will automatically create the directory specified, if it does not already exist. Don't install it in the same location as the earlier version, CIPM 1.0, which is normally located on C:\CIPM. We recommend you use C:\CIPM99 for single user installations.

> **NOTE**: If the users want to use the General Reports e-mail feature, they must have both *Microsoft Outlook* and the Active-X control, *c:\windows\system\MSMAPI32.OCX*, installed

and registered with Windows. CIPM 99 *SETUP* program will automatically install the Active-X control but you must install *Outlook* yourself.

File Server Installations

For multi-user environments and for File Server installations, run the SETUP and install the application on the network file server by entering the file server drive letter and the directory where you want the program and data to be stored. SETUP will copy and register the software including one (VFP500.DLL) of the two required DLL's (Dynamic Linking Libraries) and data onto the file server during the install. The other DLL (VFP5ENU.DLL) will be copied and registered to *c:\windows\system* directory. You should grant full read/write/delete/create privileges to this folder to all CIPM 99 users. Create a desk top short cut file in the folder and set the property Shortcut/RUN Window to *Maximize*.

NOTE: If you install CIPM 99 on the file server but you do not want to run the SETUP program on each workstation (which we recommend that you do), you must copy the *VFP5ENU.DLL* from *c:\windows\system* directory to the file server's CIPM 99 folder.

For each CIPM user's workstation, map the share to the workstation and drag and drop a copy of the above short cut file onto the user's desk top. Set the *Start Up* property to the CIPM executable file (*CIPM99.EXE*) connecting the workstation to the network application. The CIPM *Start Up* property must be modified to point to the file server for the program and data.

User Manual

The CIPM 99 CD-ROM and the installed folder contain the <u>CIPM 99 User Guide</u> (CIPM 99 USER.DOC) and its Appendix (CIPM 99 APPENDIX A – Data Dictionary.DOC) in the *DOCUMENT* folder. These documents make for a complete reference for the CIPM 99 program. Use Word 97 word processor and a Laser Jet printer to print the manual. Keep the manual as a desk reference.

CIPM 99 Requirements

You can run CIPM 99 with Windows 95/98 or Windows NT 3.51 or later. The Windows NT documentation outlines the minimum requirements for running Windows NT.

Following are the recommended requirements for running CIPM 99 in Windows 95/98:

❑ An IBM-compatible computer with a Intel Pentium II 100 MHz processor (or higher).

❑ A mouse

❑ 32 MB RAM

❑ 50 MB of hard disk space

❑ A VGA or higher-resolution monitor is recommended.

For a network installation the PC must be networked with one of the following products:

❑ Microsoft Windows 95/98

- ❑ Microsoft Windows NT
- ❑ Microsoft LAN Manager
- ❑ Other Windows-compatible network software, including Novell NetWare.

Install CIPM 99

CIPM 99 is distributed on CD-ROM. You can install CIPM 99 from a network drive, if you copy the CD-ROM to a network server; 3.5 floppy disks are available by special requests only.

Important. If you use a virus protection program on your computer, override it or turn it off before you run the Setup program. Setup might not run properly with virus protection turned on. After running Setup, be sure to restart your virus protection program.

Before beginning the installation and if you are a current CIPM user, either make a backup diskette of your data or export all the data to a diskette. This diskette will be used later, to convert your data to the CIPM 99 format. It will also protect your data in case there is a problem with the installation.

Follow these steps to install CIPM 99:
1   Insert the CD into your CD-ROM drive.
2   From the **Start** menu, choose **Run**.
3   Type x:**setup**, where x is the letter representing your CD-ROM drive, and press the *ENTER* key.
4   Follow the instruction on the screen. (See Setup Screen Instructions below)

Troubleshooting Installation Problems

If you can't run CIPM 99 and don't see error messages telling you what is wrong, the problem might lie in your computer's ROM BIOS or the video driver your are using. If your are using an extended keyboard, be sure that the ROM BIOS is compatible with it. In addition, be sure that you are using a standard VGA or Super VGA Windows video driver.
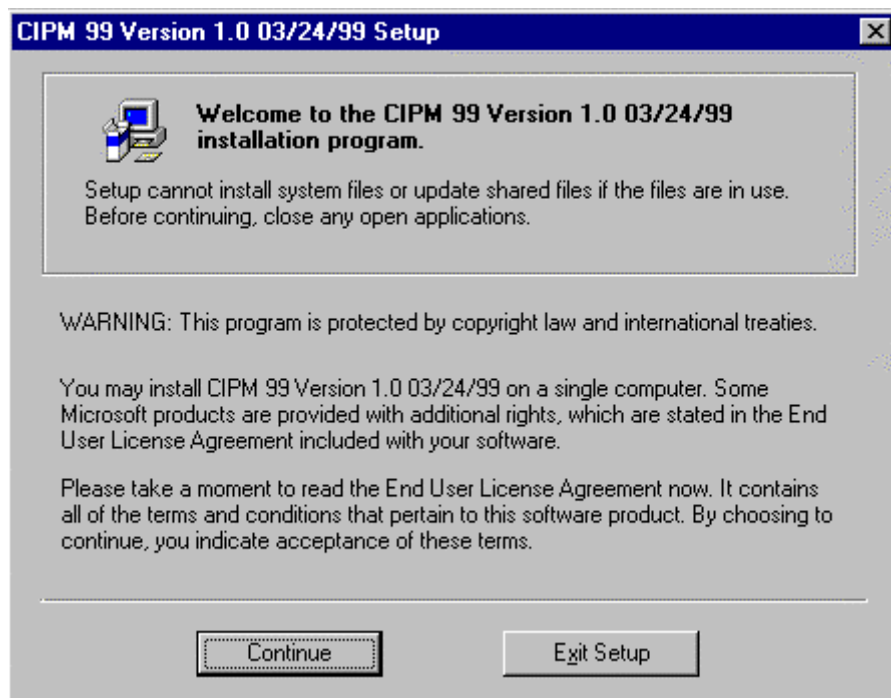
If you get a "stack overflow" error message, your video driver is out of date or not designed for your video card. To correct this problem, update the video driver.

1   After starting the SETUP program a Welcome screen will be displayed. Commercial warnings and restriction messages are displayed, as shown below:

Ignore the copyright warning, End User License Agreement and acceptance of these terms statement on the screen. They do not apply to the CIPM 99 product.
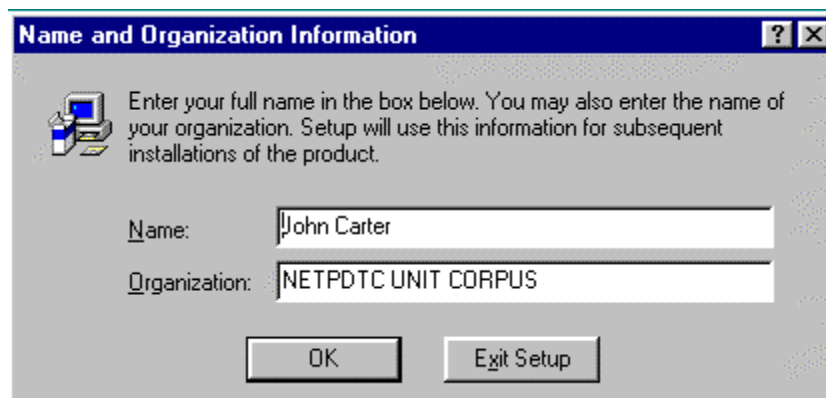
Verify that this version of CIPM 99 is the one you desire to install. Click on the *Continue* button.

CIPM 99 Version 1.0 03/24/99 Setup

Welcome to the CIPM 99 Version 1.0 03/24/99 installation program.

Setup cannot install system files or update shared files if the files are in use. Before continuing, close any open applications.

WARNING: This program is protected by copyright law and international treaties.

You may install CIPM 99 Version 1.0 03/24/99 on a single computer. Some Microsoft products are provided with additional rights, which are stated in the End User License Agreement included with your software.

Please take a moment to read the End User License Agreement now. It contains all of the terms and conditions that pertain to this software product. By choosing to continue, you indicate acceptance of these terms.

Continue   Exit Setup

2   Be sure and close all applications and release all shared files, especially Windows system files before attempting to install this program. The installation will fail, if the installation program detects a file conflict, and if you continue, the error screen to the right may be displayed.
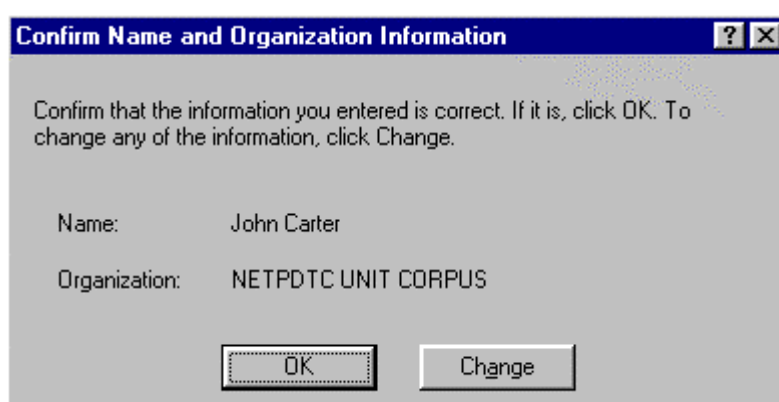
CIPM 99 Version 1.0 03/24/99 Setup

Setup has determined that the following application(s) are running:

Office Shortcut Bar

We recommend that you close these application(s) before continuing.

OK   Exit Setup

3 Enter your name and organization in the text boxes and click on the *OK* button.

Name and Organization Information [?][X]

Enter your full name in the box below. You may also enter the name of your organization. Setup will use this information for subsequent installations of the product.

Name: [John Carter]

Organization: [NETPDTC UNIT CORPUS]

[OK]   [E_xit Setup]

4 Then confirm the entry when the conformation screen is displayed by clicking *OK*. To correct the entry, click *Change*, go to Step 3 above and edit the entries.
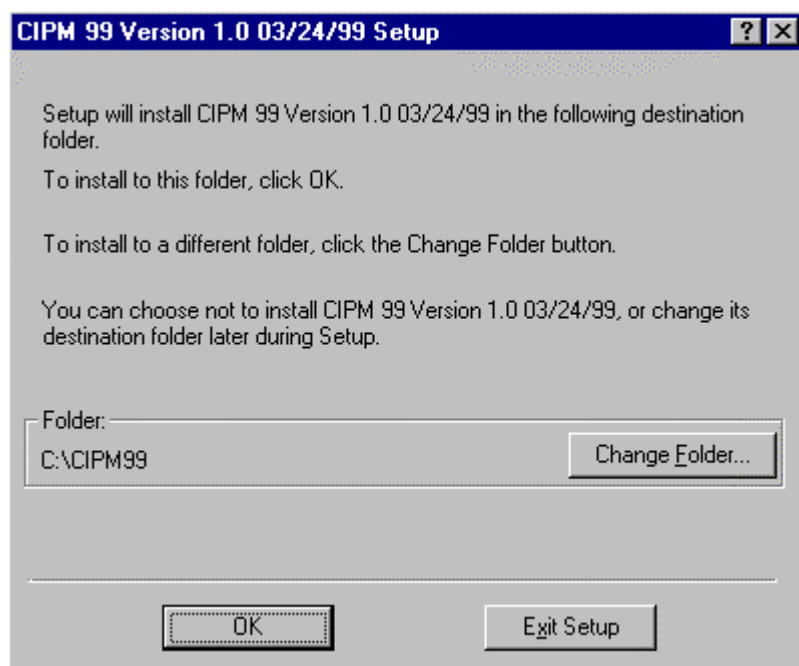
Confirm Name and Organization Information [?][X]

Confirm that the information you entered is correct. If it is, click OK. To change any of the information, click Change.

Name: John Carter

Organization: NETPDTC UNIT CORPUS

[OK]   [Ch_ange]

5 Next, specify where to store the program and data files and click *OK*.

For **SINGLE USER** desktop installations, use the default drive and folder name (C:\CIPM99).

For **MULTI-USER** network installations, select a network drive, e.g. X:\CIPM99. The **SETUP** program will create the necessary folder on the specified drive.

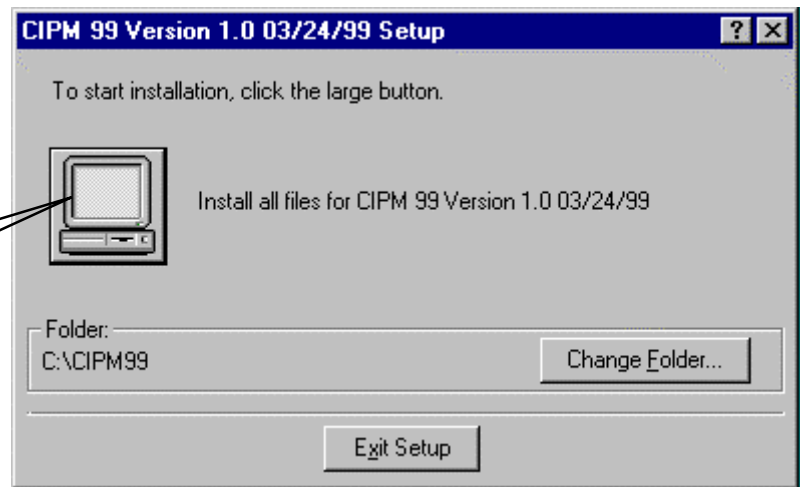To select a different drive or folder name, click on the "*Change Folder…*" button and use the dialogue screen to

CIPM 99 Version 1.0 03/24/99 Setup [?][X]

Setup will install CIPM 99 Version 1.0 03/24/99 in the following destination folder.

To install to this folder, click OK.

To install to a different folder, click the Change Folder button.

You can choose not to install CIPM 99 Version 1.0 03/24/99, or change its destination folder later during Setup.

Folder:
C:\CIPM99   [Change F_older...]

[OK]   [E_xit Setup]

locate the drive and folder to install the program or type in a new folder name.

6 After selecting the target drive and file folder, start the installation process by clicking on the *PC icon* in the next screen, as shown to the right.

Click Here

CIPM 99 Version 1.0 03/24/99 Setup

To start installation, click the large button.

Install all files for CIPM 99 Version 1.0 03/24/99

Folder:
C:\CIPM99   Change Folder...

Exit Setup

After clicking PC *icon* SETUP will begin copying files, creating folders and updating the workstation's Windows setup. SETUP will display the installation status with a progress bar or thermometer.

7 After SETUP completes the installation the *Installation Complete* screen will be displayed click the *OK* button.

CIPM 99 Version 1.0 03/24/99 Setup

CIPM 99 Version 1.0 03/24/99 Setup was completed successfully.

OK

Adding A Desktop Shortcut

If CIPM 99 is a frequently used program you may want to place a startup shortcut on your desktop. You can add a CIPM 99 shortcut to your Windows 95 Desktop by starting the Shortcut Wizard.

To start the wizard

1 Point your mouse cursor to an area on your desktop and click the right mouse button once. Select *New* and *Shortcut* from the two popup menus, as shown to the right:
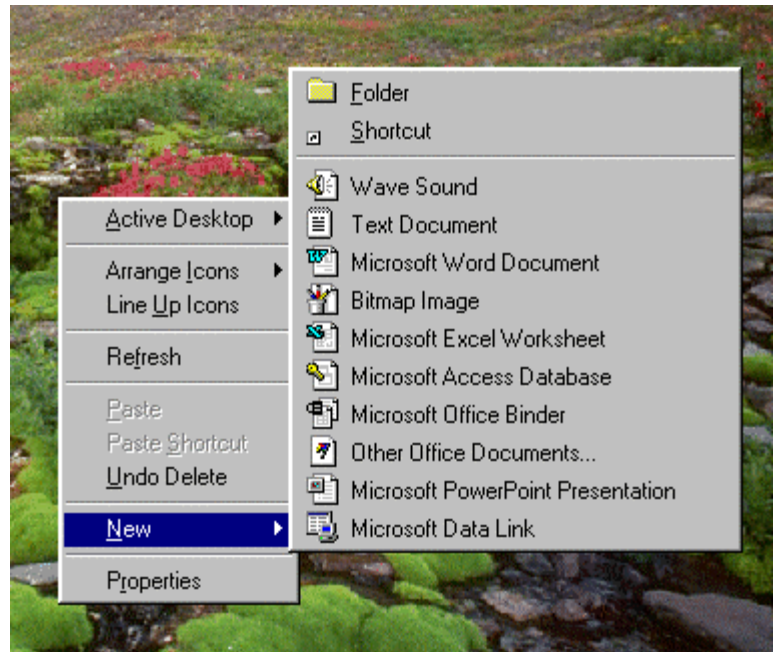
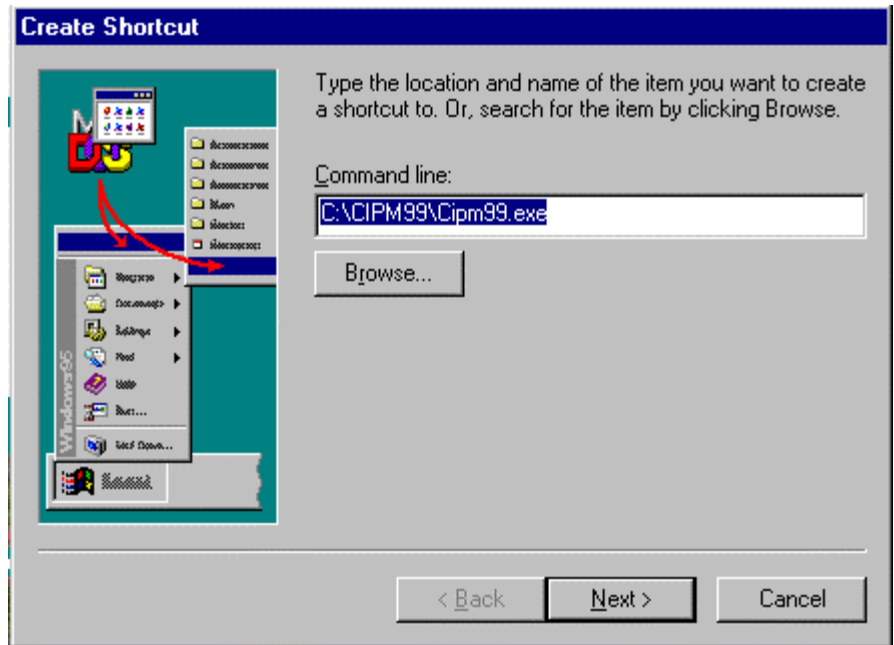2 The Create Shortcut dialogue box will be displayed as shown to the right.

Fill in the *__Command Line__* text box with the name and location of CIPM 99 executable file, **CIPM99.EXE**. Either type in the fully qualified path name and the file name or use the *Browse…* button to locate and highlight the file.
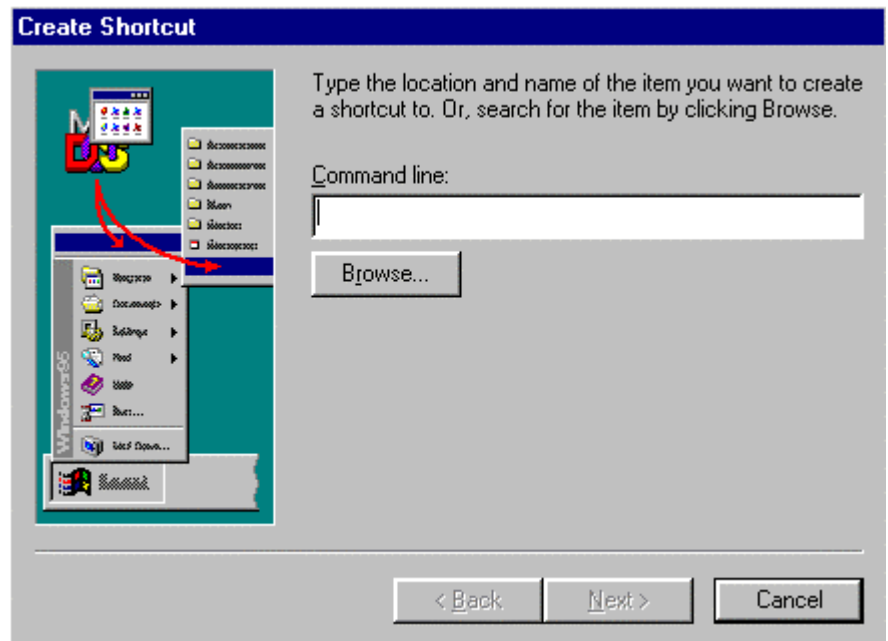
NOTE: For multi-user installations, the file will be located on one of your file servers. If you can not locate the file on the network and you are sure you have a network installation, cancel the shortcut procedure and use the Explorer program to connect to the network shared drive containing the CIPM 99 program and data. Then re-do the Shortcut procedures (See Step 1 above).

The Shortcut Screen should look similar to the screen to the right.

Create Shortcut

Type the location and name of the item you want to create a shortcut to. Or, search for the item by clicking Browse.

Command line:

C:\CIPM99\Cipm99.exe

Browse...

< Back   Next >   Cancel

3 Click on the *Next* button and enter **CIPM 99** in the *Select a name for the shortcut* text box., as shown in the screen to the right:

After entering the shortcut title, click on the *Finish* button.

Select a Title for the Program

Select a name for the shortcut:

CIPM99

< Back   Finish   Cancel
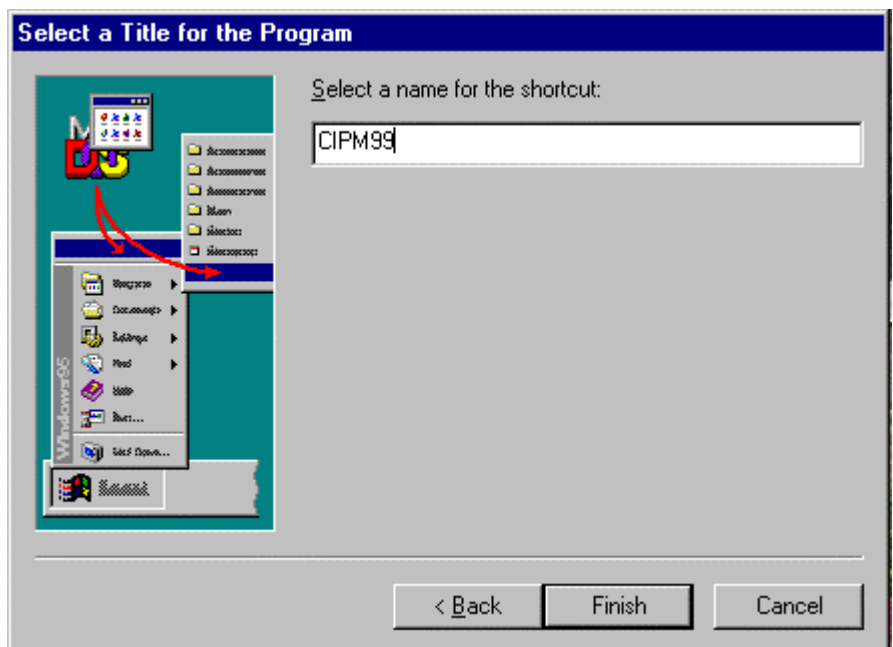
The Shortcut dialogue box will close and a shortcut icon will appear on your desktop similar to the right:
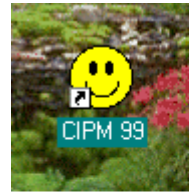
4 After adding the shortcut to the desktop, change its properties. Point the mouse pointer to the shortcut icon, click the right mouse button and the **Shortcut Option Menu** will be displayed as shown to the right.
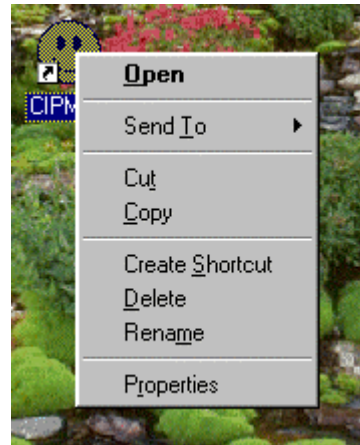
5 Select the *Properties* option and the property box will be displayed as shown to the right.

Using the *Run* combo box, select *Maximized* to ensure that the CIPM 99 start up screen will fill the screen.

Click on the *Apply* and *OK* buttons.

After installing CIPM 99, configure your system for you local needs (See Chapter 2 Configuring CIPM 99, CIPM 99 User Guide) and import your data from your older system or from PC EDVR or RSTARS (See Chapter 3 System Administration, CIPM 99 User Guide).
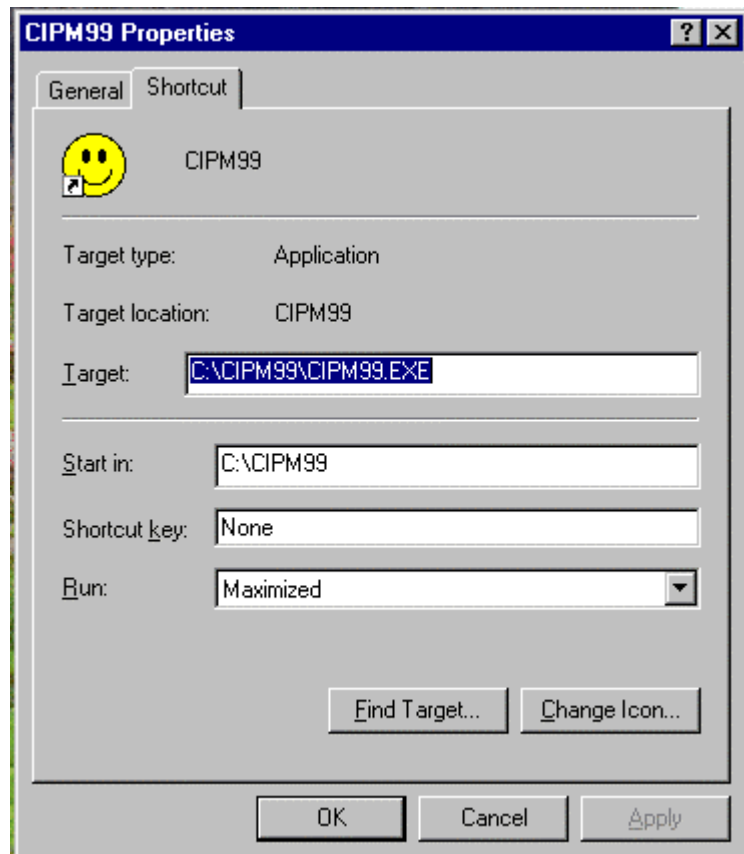
After the program has been installed on your Window's desktop, you can start CIPM 99 by double clicking on the CIPM 99 desktop shortcut. CIPM 99 will start and display the CIPM 99 LOGON dialogue box shown below:

CIPM 99 LOGON

Please Select Your User ID: SYSADMIN ▼

Please Enter Your Password: [   ]

[?HELP]   [OK]   [Exit]

Requirements

CIPM 99 security requires each user to logon to the system using an assigned User Identifier and password.

To Logon to CIPM:

1   Select your *User Id* from the drop down list labeled *Please Select Your User Id*. For first time users, select **SYSADMIN**. To locate your name in the User Id list, use the down arrow to scroll down and click on your **ID**. Optionally, type the first few letters of your ID and CIPM will locate the ID with the nearest match. For example, to look for **SYSADMIN**, type SY and SYSADMIN will be highlighted. Press *ENTER* to select.

2   Enter your password in the *Please Enter Your Password*: text box, and press *ENTER*. For first time SYSADMIN users, enter the password, SYSADMIN (NOTE: Be sure and change this password later).

3   Click *OK* to continue with the Logon procedure. Otherwise, click *Exit* and you will be returned to your Window's Desktop.

4   Click *OK* to acknowledge the successful logon, when the message "**Login OK !!, Welcome to CIPM**".

Note: You have three tries to enter the password correctly. The password is not case sensitive. After the third try failure, CIPM will abort the Logon and return you to the Windows Desktop.

1 After continuing the Configuration Wizard first screen will be displayed as shown below. Enter the Commanding officer's name, rate and the activity's name.

Data Fields for Page 1 – Commander's Record:

Arrow Right/Arrow Left	Moves to the next screen. Forward or Backwards.
Cancel	Restores the data back to the pre-Wizard state.
Command Activity	Name of the commanding officer's activity. For Example, NAS Jacksonville.
	Note: (1) You must enter a non-blank command name to proceed.
	(2) If your commander is responsible for more than one activity, enter the activity with the largest number of personnel. After the Wizard is completed, use CIPM 99's *Add Office* function to add the remaining activities that your CO is responsible for.
Commanding Officer's Name	Enter your commanding officer's rank and name. For example, *CAPT John Smith*. Note you must enter a non-blank name to proceed.

Finish   Start the actual re-configuring process. Once this has been started, the process can not be reversed or interrupted.

2   Click the *Arrow Right* button and Configuration Wizard Page 2 screen will be displayed as shown below. Enter the CCC's (Command Career Counselor) UIC, Department and Division, as needed, to define the CCC's organization.

Data Fields for Page 2 – Office Record:

DEPT: Department Name of the CCC's activity. Max 8-characters. Optional.
NOTE: If the highest level of responsibility for your CCC is a Department, then enter a non-blank department name. Otherwise, leave blank.

DIV: Division Name of the CCC's activity. Max 5-characters. Optional.
NOTE: If the highest level of responsibility for your CCC's is a Division, then enter a non-blank division name. Otherwise, leave blank.

OFFICE ID: CIPM 99's internal name for this office. View only. Can not be changed by the user.
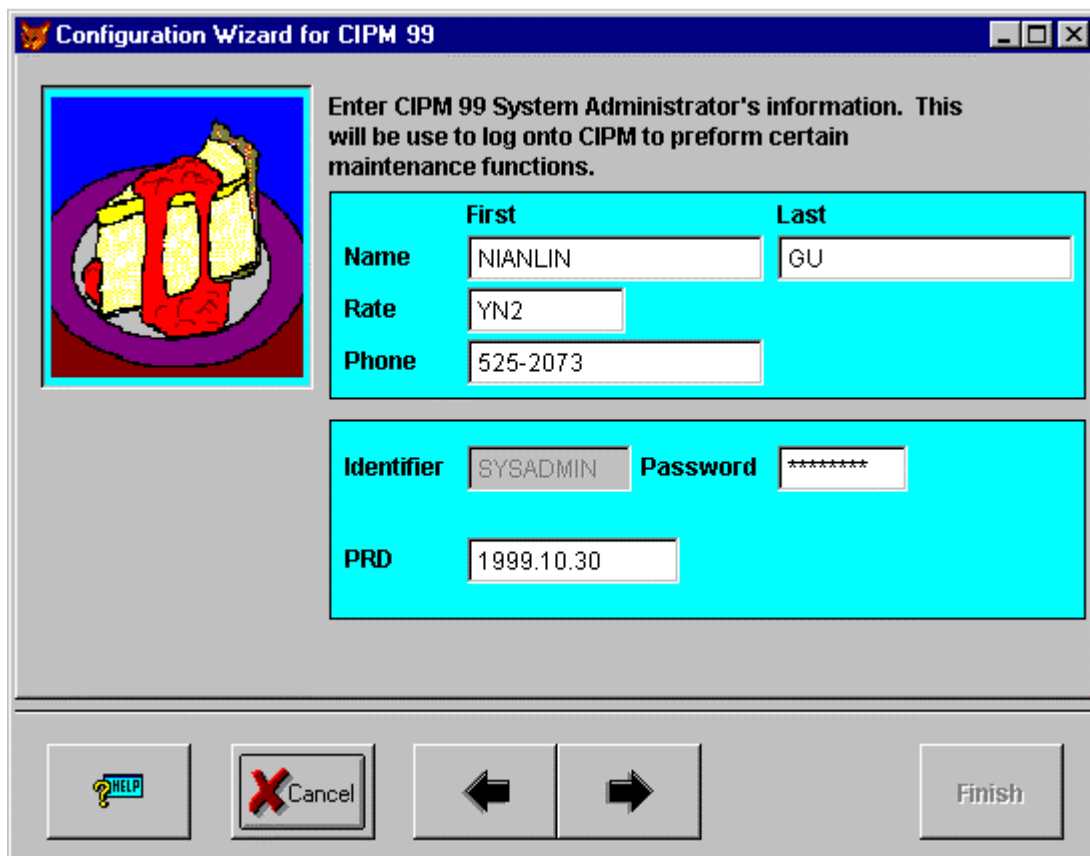
OFFICES: UIC code of the CCC's activity. Max 30-characters.

UIC: UIC code of the commander's activity. Max 5-characters.

Note: (1) You must enter a UIC to proceed.

(2) If your CCC's is responsible for more than one UIC, enter the UIC with the largest number of personnel. After the Wizard is completed, use CIPM 99 Add Office function to add the remaining activities that your CCC's is responsible for.

3   Click the *Arrow Right* button and Configuration Wizard Page 3 screen is shown below. Enter the CCC's (Command Career Counselor) name, rate, work phone number and PRD. Optionally, you can change the SYSADMIN's password.

Data Fields for Page 3 – Counselor's Record:

Identifier   Counselor's (User's) identifier, e.g. SYSADMIN. Max 8-character. Other counselor's can be added later. This one must be present.

First Name: Counselor's First name, e.g. John. Max 20-characters.

**Last Name:**   Counselor's Last name, e.g. Perez. Max 20-characters.

Offices: Name of the counselor's office.

Password: User's password. Max 8-characters.

Phone: Counselor's work phone. Max 20-characters.

PRD: Projected Rotation Date Enter: Upon departure enter actual rotation date. Enter date as YYYY/MM/DD format. Otherwise, leave blank.

Rate Career counselor's Rate. Max 10-characters. Either enter the Rate or pick one from the drop down list.

4 Click the *Arrow Right* button and Configuration Wizard Page 4 screen will be displayed as shown below. If you have data from one of these sources you can import that data at this time.

To Import Data into CIPM 99:

1 Select the data source (CIPM 3.0/CIPM 1.0, CIPM 95….) form the list.

2 Click *Finished* and follow the screen directions.

3 Otherwise, to skip the import for now (NOTE: You can import later), click *NONE* and click *Finish*.
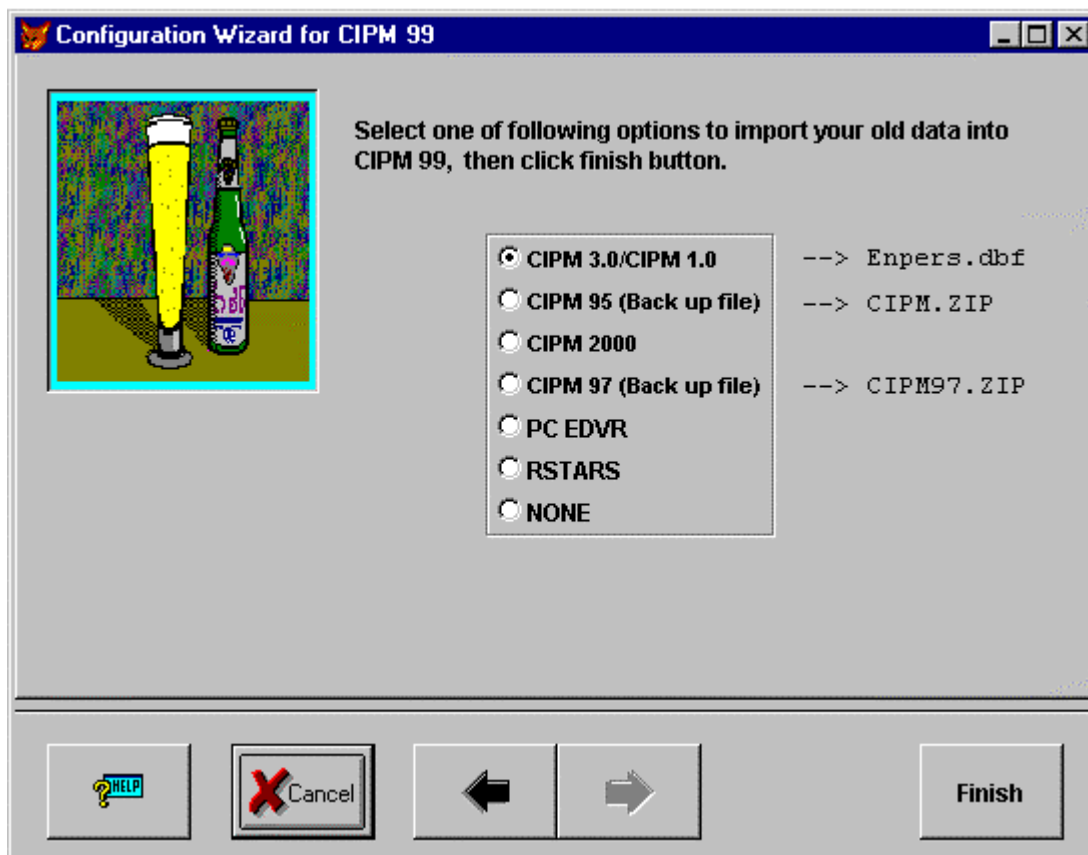
5 Follow the direction on the Import screen to import the data. For additional help, click the Help button on each screen.

After successfully logging into CIPM 99 and optionally importing your data, a User Identification screen will be displayed. Your organization, office, name and phone number will be displayed. If not, the installation procedures were not completed and the SYSADMIN ID will be set to <u>NAS PENSACOLA</u>, with <u>Emergency Services</u> office, <u>Nianlin Gu</u> as counselor name and phone number, <u>525-2073</u>.

✎ **Tip**

You should change the SYSADMIN counselor user's record to your local System Administrator's name, phone number, office and certainly, the password, as soon as possible. For help in properly installing and configuring CIPM 99, see <u>CIPM 99 Installation Guide,</u> Document No. CIPM 99 IG-01.

To View Introductory Screens:

1 After you configure your installation, your name and organization will be displayed as shown below:
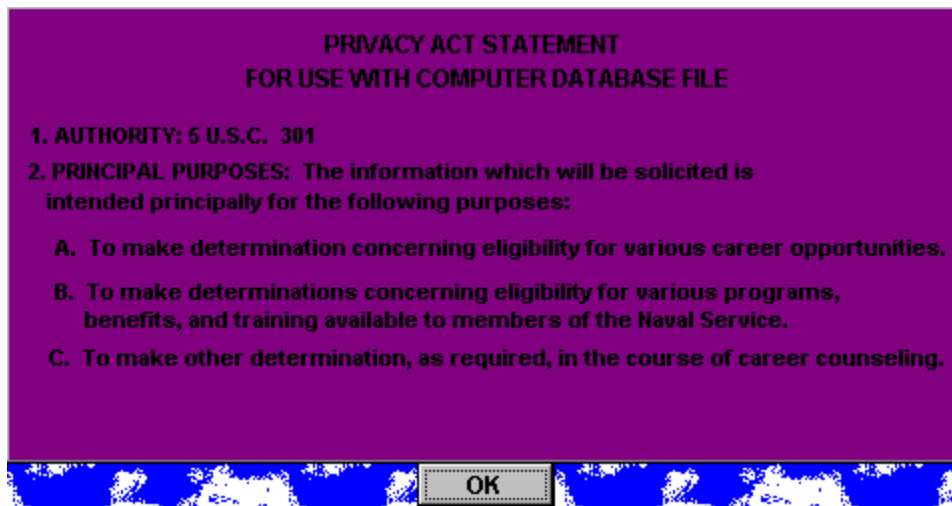

2 Click *OK* and Page 1 of 2 Privacy Act Statement Screens will be display as:

PRIVACY ACT STATEMENT
FOR USE WITH COMPUTER DATABASE FILE

1. AUTHORITY: 5 U.S.C. 301
2. PRINCIPAL PURPOSES: The information which will be solicited is
   intended principally for the following purposes:

   A. To make determination concerning eligibility for various career opportunities.

   B. To make determinations concerning eligibility for various programs,
      benefits, and training available to members of the Naval Service.

   C. To make other determination, as required, in the course of career counseling.

OK

3   To continue with the CIPM 99 start up click *OK* and Page 2 of 2 Privacy Act screens will
appear as shown below:

3. ROUTINE USES: The information contained in this computer database will
   be used by Navy career counselors in the performance of their official duties.
   The information provided will be used primarily to ascertain a member's career
   potential and opportunities which are available to the member.

4. Disclosure and consequences of refusing to disclose: disclosure is voluntary.
   Member has been advised that if he/she refuses to provide the information
   requested, the counselor may not have sufficient information available to properly
   evaluate and advise the member on his/her career opportunities.

5. Users will protect all date IAW applicable instructions.

OK

4   Click OK. This completes the Startup. Next you should familiarize yourself with the CIPM
Desktop.

This concludes the installation and start up procedures.

REGISTRATION

To receive updates to the Career Information Program Management (CIPM) system, please complete and mail to:

> Naval Education & Training Professional Development and Technology Center Unit (NETPDTC)
> 250 Lexington Blvd Suite 259
> Naval Air Station
> Corpus Christi, Texas 78419-5041
> (361) 961-2073 or (AV) 861-2073

CIPM Version: _____

Organization: _____

Address:

_____

_____

_____

Point of Contact: _____

Phone

 Commercial: _____   DSN: _____

 Fax: _____   e-Mail _____

Comments/Suggestions: _____

_____

_____